

Department of the Army  
Headquarters, U.S. Army  
Sustainment Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6000

\*ASC Regulation 1-1

16 Apr 07

Administration

ORGANIZATIONAL INSPECTION PROGRAM

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Applicability. This regulation applies to all Headquarters, U.S. Army Sustainment Command (HQ ASC) elements, ASC subordinate commands, and ASC installations.

Decentralized Printing. ASC installations may locally reproduce this regulation.

Supplementation. Supplementation of this regulation is allowed only with prior approval from the proponent.

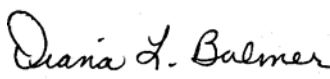
Proponent. The proponent is the Asst Chief of Staff for Logistics, G-4. Users are invited to send comments and suggested improvements to HQ ASC(AMSAS-LG), 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail [ROCK-AMSAS-LG@CONUS.ARMY.MIL](mailto:ROCK-AMSAS-LG@CONUS.ARMY.MIL).

Distribution. Approved for electronic distribution from <http://www.aschq.army.mil/im/rcdsmgt/pubs.htm>.

Superession Notice. \*This regulation supersedes OSCR 1-1, 12 Jul 00.

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FOR THE COMMANDER:

  
DIANA L. BALMER  
Chief of Staff

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## Chapter 1

### INTRODUCTION

1-1. **Purpose.** This regulation prescribes policies and responsibilities for the preparation, coordination, approval, authentication, distribution, and detailed guidance for the operation and management of the Organizational Inspection Program (OIP). Adherence to requirements herein will ensure consistent and uniform action throughout the command.

#### 1-2. **References.**

a. AR 1-201, Army Inspection Policy, 12 Jan 04.

b. AR 11-7, Internal Review and Audit Compliance Program, 15 Jun 01.

c. AR 20-1, Inspector General Activities and Procedures, 19 Jul 06.

d. AR 36-2, Audit Reports and Follow-up, 26 Apr 91.

e. AR 381-10, U.S. Army Intelligence Activities, 22 Nov 05.

f. US Army IG School Inspections Guide, Nov 04,  
[http://www.inscom.army.mil/inspgen/Documents/Inspections\\_Guide\(Nov\\_2004\).pdf](http://www.inscom.army.mil/inspgen/Documents/Inspections_Guide(Nov_2004).pdf).

g. AMSAS Form 1-1, Command Inspection Program-Functional Area Assessment.

### 1-3. Explanation of Terms.

a. Organizational Inspection Program (OIP) - The ASC Commander's program that integrates and coordinates all inspections, staff assistance visits, assessments, and audits within the command. This program is a systematic and coordinated process with direction to eliminate duplication of effort, reduce time diverted from mission accomplishment, and reduce reporting requirements.

b. Command Inspection Program (CIP) - A command directed inspection/assessment usually involving several functional staff elements. It provides out-going and the incoming commanders with the opportunity to identify any areas where assistance may be needed to streamline efficiency or to resolve problems. It also allows the commander to schedule time to prepare the organization for review.

c. Staff Inspection Program (SIP) - Inspections conducted by staff principals responsible for the functional area being inspected. Staff inspections are required by policies or regulations and focus on a specific organizational mission. These inspections are incorporated into the CIP as much as possible.

d. Staff Assistance Visits (SAV) - A SAV may have many characteristics of an inspection, but is not considered an "official" inspection. Visits are conducted only by request and/or authorization of the commander, or as directed by the ASC Command Group.

e. Inspector General (IG) Inspections - An inspection directed by the ASC Commander to identify problems, determine root causes, develop possible solutions, and assign responsibilities for correction. Generally, IG inspections focus on issues rather than on units.

f. Command Assessment (CA) - An official evaluation that provides visibility of conditions and circumstances that affect command (mission) performance. Command assessments may include staff assistance visits, compliance reviews, and staff inspections/other types of inspections. Assessments check compliance with established policies and procedures, identify strengths and weaknesses, recommend corrective actions, and provide assistance.

1-4. Review and Approval. This regulation will be reviewed annually to ensure it reflects current practices.

1-5. Revision Standards. Proposed changes shall be routed through the Asst Chief of Staff for Logistics, G-4, OIP Coordinator (OIPC), who will ensure appropriate information is disseminated to implement changes if applicable. A summary of revisions will be made obvious to the reader which sections were changed and how they were changed.

## Chapter 2 SCHEDULING ASSESSMENTS

### 2-1. Command Policy.

a. A CIP, led by a team chief, will be conducted within 30 days prior and no later than 90 days after a change of command.

b. The ASC G-4 is the focal point for all activities under the OIP. G-4 will appoint an OIPC.

c. All inspections, staff assistance visits, assessments, and audits (collectively, herein, will be referred to as assessments) will be approved by the command group and coordinated through the OIPC.

2-2. Master Calendar. All assessments will be scheduled by the Deputy Commander for Field Support, G-3 Operations Directorate (AMSAS-FSO), and managed through the OIP coordinator. AMSAS-FSO will develop and publish a current consolidated master calendar of all on-site oversight activities. The OIPC will be notified of any changes so they may be incorporated into the master calendar. The OIPC then notifies the appropriate HQ element of the change, if appropriate.

### 2-3. OIP Process Objective.

a. Provide the commander visibility of conditions and circumstances that affect command performance by identifying

strengths and weaknesses. Detailed assessments not only document problems but also teach solutions.

b. Establish a single focal point, thereby reducing the number of individual assessments through centralized coordination and control.

c. Determine the state of operation and provide the new commander with the state of the command (a baseline) to facilitate a goal setting session based on command priorities (improve command readiness).

### Chapter 3 RESPONSIBILITIES

#### 3-1. ASC Commander.

a. Establish an OIP to facilitate and implement oversight activity policy.

b. Designate an OIPC to coordinate and manage the OIP.

c. Approve the annual master calendar.

d. Approve specific organizations that will participate and the areas to be evaluated.

e. Review the annual self-assessment of HQ ASC oversight activities.

#### 3-2. Inspector General (IG).

a. Conduct IG inspections and compressed assessments following guidance contained in AR 20-1, AR 1-201, and herein.

b. Advise the commander on effectiveness of the OIP.

c. Conduct inspector training as requested.

d. Conduct intelligence oversight of the post's intelligence activities as required.

#### 3-3. OIP Coordinator (OIPC).

a. Maintain oversight and incorporate all command group approved assessments, to include consolidating and resolving conflicts with the master calendar.

b. Serve as focal point and develop policies and procedures for managing, coordinating, and maintaining an effective OIP.

c. Advise commanders and staff on oversight activity policy and techniques as requested.

d. Ensure Army recordkeeping requirements for all final reports, checklists and applicable statutes, regulations, policies and command directives.

### 3-4. HQ ASC Organizations.

a. Determine oversight activity requirements for which they are responsible by statute, regulation, policy or command directive (e.g. safety, information management, procurement management, storage equipment management, inventory accountability). Provide the OIPC with any additions or deletions (Appendix A).

b. Designate a central point of contact (POC)/team chief for oversight activities and provide the POC to the ASC OIPC via e-mail. Report any POC changes to the OIPC as they occur.

c. Maintain and review all final reports pertaining to previous assessments. Annually conduct a self-assessment of their organization oversight functions. This self-assessment will identify strengths, weaknesses, and changes needed to improve the effectiveness of the oversight function; identify possible systemic issues and lessons learned; and comment on the efficiency of the functional area's overall program. This assessment will be forwarded annually to command group and the IG, and provided to the OIPC for archiving.

d. Develop an annual schedule for the next fiscal year of known oversight activities (internal and, if known, external agencies (outside the ASC) for the oversight activity they are responsible for. Each HQ organization's annual schedule will be submitted to the OIPC upon request at the beginning of the 4<sup>th</sup> quarter of the proceeding fiscal year.

e. Once the master calendar has been approved by the ASC Commander, coordinate any changes (internal and external) with the command group, then notify the OIPC so the changes may be incorporated. The OIPC will notify the unit/activity of the change, if appropriate.

f. The only exception to this requirement is when an additional oversight activity is directed by the command group or requested from the commander or his representative. These

exceptions will be provided to the OIPC so the addition may be incorporated into the master calendar. The OIPC then notifies the requesting subordinate organization/command that the addition is approved or disapproved.

g. Develop, maintain and provide the OIPC a detailed standard command checklist based on performance standards and scoring established herein (see Appendix B). The OIPC will post said checklist and notify subordinate commanders.

h. The ASC Asst Chief of Staff for Human Resource Management, G-1, will provide the OIPC with a quarterly roster of all changes of command or transfer of responsibility; this will trigger a CIP.

i. Responsible for providing qualified team chiefs and team members to conduct oversight activities.

### 3-5. ASC Subordinate Commanders.

a. Ensure team member counterparts and technical experts are available throughout the assessment period to support the functional areas being inspected.

b. Direct unit personnel in providing necessary support to the assessment team members and having all required documentation, data, and back-up information available for review.

c. Provide a working area for the assessment team and ensure any required administrative support is available for the duration of the assessment.

d. Assure the root cause of all findings and deficiencies are identified and positive corrective action is implemented to prevent recurrence.

## Chapter 4 EVALUATION PROCEDURES

### 4-1. Procedures.

a. 2 weeks prior to an assessment the unit is notified of the final agenda and checklists, travel arrangements, security clearance data, and requirements for provided support.

b. The subordinate commander or his/her representative may provide a short in-briefing followed by an introduction of key personnel.

c. The assessment team maintains the same work schedule as the unit.

d. Assessment team chief will present the entrance briefings, introduce team members and state the goal and objectives of the assessment. Upon conclusion of the entrance briefing, team members accompany their counter parts to their point of contact to begin their assessments.

e. Team members will conduct their portion of the assessment IAW established checklists.

f. The team chief will schedule a team meeting at least once every day, to discuss individual observations with team members. The team chief must be knowledgeable of all observations and recommendations as they unfold during the course of the assessment.

g. The team chief will review all daily checklists to ensure that each deficiency has recommended corrective actions and urgency code, as follows:

(1) The following guidelines define the urgency of corrective actions. It categorizes how quickly corrective actions need to be initiated based on the possible adverse affects. It does not take into consideration how long a corrective action may take (e.g., a critical action may take a year awaiting funds while a routine or serious action can be fixed on-the-spot).

Critical	Immediate action should be taken to correct major deficiency.	May result in death or serious injury; fine, jail, or installation closure.
Serious	Corrective action should be taken as soon as possible.	May have impact on mission readiness/performance.
Routine	Corrective action should be taken during next scheduled update/review/maintenance. Primarily minor deficiencies and administrative issues.	Delay in corrective action will have minimal impact on mission readiness/performance.

h. If requested, the team chief will meet daily with the the commander or his/her representative to discuss the observations and provide copies of all daily checklists/worksheets.



i. An exit briefing is held on the last day of the assessment. The out brief for each functional area will include strengths, weaknesses, and recommendations for improvement and/or the need for a follow-up. The evaluated unit will receive a draft report with copies of the check sheets and comments at the completion of the out brief.

j. A final report with recommended actions and any reevaluations will be completed within 30 working days upon completion of the evaluation. The HQ teams will out brief the command group and provide a final report to the unit, maintain a copy of the final report and provide a copy to the OIPC for recordkeeping and incorporation into the master calendar, if applicable.

4-2. Reevaluation Procedures. Units will be advised in the written report of the areas subject to reevaluation. Re-evaluations will normally be scheduled 30-60 days after the original evaluation. A commander may request reevaluations of specific areas.

## Chapter 5

### PERFORMANCE & SCORING STANDARDS

#### 5-1. Performance Standards.

a. Each area is given an overall rating of Commendable (C), Trained (T), Needs Practice (P), or Untrained (U) derived by a percentage received in the sub-areas evaluated.

b. Certain areas may be deemed "critical". If applicable, critical areas will be identified in particular within each checklist. A shadowed block delineates critical areas on each checklist. (See Appendix B).

#### 5-2. Scoring Standards.

a. Each item on a checklist will have a designated value, as noted in the checklist. While most items will carry a value point, some will carry a weighted value due to subjective qualities of the question or the critical nature of the item. If the item applies and unit is in compliance, the evaluator will award a number value up to the total possible for that item in the point's column of the checklist.

b. Evaluators may determine that a checklist item is not applicable to the unit. These items will be annotated as N/A and will not be factored into the earned or available points.

Based on the calculated score, each area will receive a rating according to the scale below.

- (1) Commendable (C): 100%
- (2) Trained (T): 90-99%
- (3) Practice (P): 80-89%
- (4) Untrained (U): 0-79%

### 5-3. Overall Score and Rating.

a. The overall score is calculated on the score sheet by adding all earned points from the functional areas and dividing by the total of all available points and multiplying the result by 100 to express the score as a percentage.

b. Explanation of rating terms:

(1) "C" (Commendable) - Has fully exceeded standards for proficiency in all subject areas throughout the evaluation.

(2) "T" (Trained) - Has demonstrated its proficiency in accomplishing the task needed to support its mission.

(3) "P" (Practice) - Needs to practice the task. Performance has demonstrated that the unit did not achieve the standard without some difficulty or has failed to perform some tasks to standard.

(4) "U" (Untrained) - Untrained. Unit did not demonstrate the ability to support its mission requirements.

## Chapter 6

### EVALUATION REPORTS

6-1. Team Assessment Reports. Each evaluating HQ team will out brief the unit commander and provide a copy of their assessment on AMSAS Form 1-1, CIP Functional Area Assessment. Teams will also brief the ASC Command Group providing their AMSAS Form 1-1 along with an executive summary (see Appendix C) describing the readiness of the unit. The AMSAS Form 1-1 will be completed IAW the following guidance (forms are available from the ASC Forms Web site <http://www.aschq.army.mil/im/rcdsmgt/forms.htm>):

a. Summary - Identify main sections/topics covered in the review and their rating (per para 5-3b).

b. Findings - Identify main sections/topics covered in the review and highlight areas of significance (strengths or weaknesses) that demonstrate the unit is adhering to regulatory guidance or requirement.

c. Observations - Identify potential problem areas and also highlight areas of success; comments in this section should be consistent with the rating in the SUMMARY block.

d. Root cause - Explain the reason(s) for the noncompliance of any findings and, if necessary, any observations. The root cause is important in order to determine why something is not happening to standard.

e. Recommendations - Provide specific guidance or suggestions on how an individual, unit, or staff section can correct a noted deficiency. An essential element of every recommendation is naming an individual, unit, or staff section charged with fixing the problem. Additionally, use this section to recommend individuals for outstanding performance.

6-2. Observations and Follow-up Actions. The team chief will provide the ASC Command Group a written report of observations, planned follow-ups, actions taken in response to taskers, and trip reports within 30 working days of the inspection. The OIPC will schedule any reevaluations on the master calendar, if applicable.

6-3. Recordkeeping. IAW AR 25-400-2, Army Records Information Management System (ARIMS), the OIPC will manage the final report under file number 1-201c. The HQ evaluating teams will manage supporting documentation/AMSAS Forms 1-1 under file number 1-201c and utilize it for annual self-assessments. The units being evaluated will manage these records under ARIMS file number 1c.

## Appendix A

## INSPECTION AREAS

Inspection Area	HQ Staff Proponent
E-MILPO Management	G-1
Awards	G-1
NCOERs/OERs	G-1
Promotions	G-1
Personnel Separations (Civilian)	G-1
Personnel Separations (Military)	G-1
Strength Management (Civilian)	G-1
Strength Management (Military)	G-1
Inspection Area of Manpower	G-1
Sponsorship	G-1
Records Management	G-1
Enlisted Separations	G-1
Suspension of Favorable Personnel Actions	G-1
Leaves & Passes	G-1
PERSTEMPO	G-1
Family Care Plans	G-1
Religious Coverage (Chaplain)	G-1
Suicide Prevention (Chaplain)	G-1
Information Security	G-2
Personnel Security	G-2
Training & Operations	G-3
Operational Security (OPSEC)	G-3
Deployment Planning	G-3
Command Supply Discipline (ALSET)	G-4
Maintenance Management (ALSET)	G-4
Unit Status Reporting	G-4
Records Management & Publishing	G-6
COMMO	G-6
Information Assurance	G-6
Management & Conference Controls	G-8
Budget Management	G-8
Government Travel Card	G-8
Government Purchase Cards	Contracting Office
Equal Employment Opportunity (Civilian)	HQ ASC EEO Office
Equal Opportunity (Military)	Command Group
Re-enlistment	Command Group
Organizational History Program	History Office
Intelligence Oversight	Inspector General
Logistics Assistance Program (LAP)	LAP Office
Command Information	Public Affairs Office
Congressional Inquiries	Public Affairs Office
Freedom of Information Act	Public Affairs Office

## Appendix A (cont)

Inspection Area	HQ Staff Proponent
Regulations & Public Affairs Guidance	Public Affairs Office
Public Affairs Training	Public Affairs Office
Media relations	Public Affairs Office
Website	Public Affairs Office
Physical Security	Provost Marshal
Arms Room Security	Provost Marshal
Anti-Terrorism Program Management	Provost Marshal
Law Enforcement Program Management	Provost Marshal
Safety	Safety Office
Occupational Health/Industrial Hygiene	Surgeon Office

Appendix B

SAMPLE CHECKLIST FORMAT &  
SCORING STANDARD


Command Maintenance Evaluation  
Checklist

Section 1.....Staff Oversight Program  
Section 2.....etc.  
Section 3.....etc.

## Appendix B (cont)

**Ground Maintenance Checklist**  
**Section 1: Staff Oversight Program**

No.	Item of Interest	Points	Remarks
1-1	<p><b>Appointment Orders.</b> Is a representative, who is qualified in maintenance, appointed in writing at the site to provide staff supervision of materiel maintenance within the command?  (AR 750-1, Para 3-7a)  (NOTE: In MTOE units where there is only one commissioned or warrant officer, a qualified noncommissioned officer may be appointed.)</p> <p><i>Score 0-5</i></p>	<input type="text"/>	
1-2	<p><b>Maintenance POC List.</b> Is there a POC list for the command/site that includes all sections of supply, maintenance, and environmental compliance?</p> <p><i>Score 0-1</i></p>	<input type="text"/>	
1-3	<p><b>OIP Maintenance Evaluations.</b> Is there an Organization Inspection Program (OIP)?  (AR 1-201, Para 1-4 d (2))  (NOTE: You are encouraged to use ALSET checklists as a starting point for your tailored checklist.)</p> <p><i>Score 0-5</i></p>	<input type="text"/>	
1-4	<p><b>OIP.</b> Does the maintenance portion of the OIP have the following as its core focus: The DA TM -10 and -20 PMCS standards, TAMMS documentation and reports, validation of readiness reporting, proper application of Urgency of Need (UND) and Priority Designator (PD), proper use of Maintenance Authorization Charts (MAC), Quality Programs and Surveillance Program ?  (AR 750-1, Para 3-2; TM 38-470, Surveillance, page 6-2)</p> <p><i>Score 0-5</i></p>	<input type="text"/>	

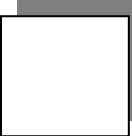
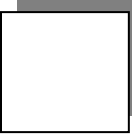
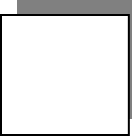
No.	Item of Interest	Points	Remarks
1-5	<b>OIP Inspection Results.</b> Does the command/Site keep inspection results until the next equivalent level inspection is performed? (AR 1-201, Para 3-2, ARIMS FN 1-201b3) <i>Score 0-1</i>		
1-6	<b>SOP Goals.</b> Has the commander/Site established clearly defined goals, objectives, and standards for maintenance, readiness reporting, and training programs? (AR 750-1, Para 2-17c & Para 3-7c; DA Pam 750-35, Para 5-2) <i>Score 0-1</i>		
1-7	<b>Maintenance SOP.</b> Is there a current, comprehensive, complete, and understandable maintenance SOP on hand? (AR 750-1, Para 3-7b; DA Pam 750-35, Para 5-1 & Para 5-2) <i>Score 0-1</i>		
1-8	<b>SOP Responsibilities.</b> Does the SOP detail, as a minimum, maintenance responsibilities of key unit personnel, maintenance section organization, scheduled PMCS procedures for operator and maintenance personnel, dispatch and licensing procedures, tool accountability and control, safety guidance, maintenance related awards programs, quality control procedures, maintenance training programs, hazardous material handling and disposal, calibration programs, AOAP, readiness reporting, and publications? (DA Pam 750-35, Para 5-2) <i>Score 0-5</i>		

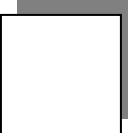



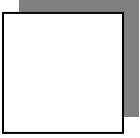


No.	Item of Interest	Points	Remarks
1-9	<b>SOP Maintenance Concepts.</b> Does the SOP/Annex include maintenance concepts, policies and procedures? (DA Pam 750-35, Para 5-1 & 5-2) <i>Score 0-1</i>		
1-10	<b>SOP Policy.</b> Is there a policy in effect that requires all assigned or attached personnel to read and acknowledge awareness of the SOP/Annex? <i>Score 0-1</i>		
1-11	<b>SOP Publications.</b> Are publication reviews, use, and upkeep covered in the SOP/Annex, and are personnel knowledgeable regarding the conduct of reviews? (DA Pam 25-33, Para 5-1; DA Pam 750-35, Para 5-2s) <i>Score 0-1</i>		
1-12	<b>SOP Safety.</b> Does the SOP/Annex outline the safety policies and procedures of the unit/section? (DA Pam 750-35, Para 5-2i & 5-2r) <i>Score 0-1</i>		
1-13	<b>SOP Training.</b> Does the SOP/Annex contain guidance for the maintenance training program? (DA Pam 750-35, Para 5-2k) (NOTE: Topics of interest include TAMMS, PMCS, TMDE, Forms and Records, single and multi-piece rims and wheels, HAZMAT/HAZCOM, Safety, etc.) <i>Score 0-1</i>		
1-14	<b>SOP NBC Room.</b> Does the SOP/Annex contain guidance for NBC room maintenance operations? This applies to Site where personnel have been issued NBC protective equipment. (FM 3-11.4, Para 2e(1) & 2f) <i>Score 0-1</i>		

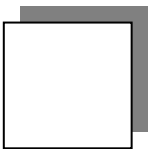
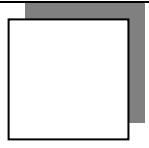
No.	Item of Interest	Points	Remarks
1-15	<b>SOP Weapons Maintenance.</b> Does the SOP/Annex detail guidance for weapons maintenance? (AR 750-1, Para 3-7b; DA PAM 750-35, Para 5-2) <i>Score 0-1</i>		
1-16	<b>SOP TMDE.</b> Does the SOP/Annex outline guidance for the identification and control of TMDE requiring calibration and repair support? (TB 750-25, Para 3-10a(2)) <i>Score 0-1</i>		
1-17	<b>SOP Tool Use.</b> Does the SOP/Annex outline guidance for tool use, upkeep, and accountability? (DA Pam 750-35, Para 5-2g; DA Pam 710-2-1, Paras 6-1 & 6-3) <i>Score 0-1</i>		
1-18	<b>SOP Driver Training.</b> Does the SOP/Annex cover all aspects of the unit driver's training program? (DA Pam 750-35, Para 4-6; AR 385-55, Para 2-3) <i>Score 0-1</i>		
1-19	<b>SOP Interviews.</b> Does the driver's training SOP/Annex include the commander's guidance for interviewing and selecting potential equipment and vehicle operators? (AR 600-55, Para 1-4h(1), Appendix B) <i>Score 0-1</i>		
1-20	<b>SOP Driver Training Outline.</b> Does the driver's training SOP/Annex outline initial, sustainment, and remedial training for equipment and vehicle operators? (AR 600-55, Paras 4-3, 4-4a & 4-5; DA Pam 750-35, Para 4-6) <i>Score 0-1</i>		

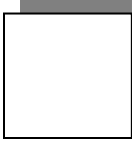

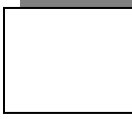

No.	Item of Interest	Points	Remarks
1-21	<b>SOP ULLS-G.</b> Does the SOP/Annex outline maintenance requirements for ULLS-G systems stored in APS? (ULLS-G User Manual, 2.4 & Chapter 3)  <i>Score 0-1</i>		
1-22	<b>SOP AOAP Program.</b> Does the SOP/Annex outline guidance for the unit's AOAP program? (DA Pam 750-35, Para 5-2o; TM 38-470, Chapter 3 Pg 3-1)  <i>Score 0-1</i>		
1-23	<b>SOP Equipment Dispatch.</b> Does the unit commander establish and enforce equipment dispatch procedures? (DA Pam 750-8, Para 2-3)  <i>Score 0-1</i>		
1-24	<b>SOP Work Bench.</b> Does the SOP/Annex outline daily, weekly, monthly, and annual maintenance processes within Work Bench? (AWRDS 2005 Version 1.0; www.AWRDS.com)  <i>Score 0-1</i>		
1-25	<b>SOP Review.</b> Are SOPs reviewed and updated annually. AR 11-2, Chapter 2  <i>Score 0-1</i>		
1-26	<b>Publications.</b> Are there adequate and current publications on hand to provide staff oversight of maintenance programs and operations? (DA Pam 25-33, Para 3-2; DA Pam 750-35, Para 2-3; FM 4-30.3, Para 4-42)  (NOTE: DA Pam 25-33, Para 3-2; and DA Pam 750-35, Para 2-3 both provide excellent guidelines for determining pubs quantities.)  <i>Score 0-1</i>		

No.	Item of Interest	Points	Remarks
1-27	<b>Safety Publications.</b> Are safety publications on hand in all maintenance oversight offices (AR 40-5, AR 385-10, AR 385-55, AR 385-63)? (AR 385-10, Para 3-4) <i>Score 0-1</i>		
1-28	<b>Pubs Management.</b> Our the following Pubs on hand or order: AR 25-30, DA Pam 25-30 & DA Pam 25-33? (DA Pam 25-33, Para 5-2) <i>Score 0-1</i>		
1-29	<b>IDL Publications.</b> Site and work sections review the Initial Distribution List at least semiannually? (DA Pam 25-33, Para 3-1d & 5-6b) <i>Score 0-5</i>		
1-30	<b>Availability of Publications.</b> Are publications that are listed on the Initial Distribution List either on hand or on valid order? (DA Pam 25-33, Paras 3-1c, 5-4a & 5-4b) <i>Score 0-5</i>		
1-31	<b>Current Publications.</b> Does the unit reconcile on-hand publications with DA Pam 25-30 to ensure that the most current copies are available? (DA Pam 750-35, Para 2-3e; DA Pam 25-33, Para 4-1) <i>Score 0-5</i>		
1-32	<b>Pubs Clerk.</b> Is the Pubs Clerk Following up of Reject Error Codes? (DA Pam 25-33, Para 3-13 & Table 3-5) <i>Score 0-1</i>		
1-33	<b>Distribution List.</b> Is their a site distribution list for pubs? (DA Pam 25-33, Para 5-1) <i>Score 0-1</i>		

No.	Item of Interest	Points	Remarks
1-34	<b>CD-ROM Publications.</b> Are CD-ROM or online publications made readily available to personnel in the organization? (AR 25-30, Paras 2-3b(2), 5-4 & 5-4a) <i>Score 0-1</i>		
1-35	<b>Changes to Publications.</b> Are changes posted to publications correctly and in a timely manner? (DA Pam 25-40, Appendix E-8 & E-9) <i>Score 0-1</i>		
1-36	<b>Pubs Clerk.</b> Does the Pubs Clerk understand and utilize the Army's Publication Program? <i>Score 0-1</i>		
1-37	<b>Rescinded, Superseded, and Obsolete Publications.</b> Are rescinded, superseded, and obsolete publications promptly destroyed to prevent their inadvertent use? (DA Pam 25-33, Para 5-13a) <i>Score 0-1</i>		
1-38	<b>Technical Libraries.</b> Are libraries and all collections of manuals (including electronic media) indexed for easy access and labeled in accordance with ARIMS? (DA Pam 25-40, Para E-13 & Fig. E-7; AR 25-400-2, Para 5-8) <i>Score 0-1</i>		
1-39	<b>Office Record Listing (ORL).</b> Is there an establish ORL? (AR 25-400-2, Para 5-10) <i>Score 0-5</i>		
1-40	<b>Files.</b> Has the Site ID the Keep Record (K) requirement for information? (AR 25-400-2, Para 1-10b & 2-1a) <i>Score 0-5</i>		

No.	Item of Interest	Points	Remarks
1-41	<b>Contract Information Records.</b> Do the Site review Contractor's Records to ensure they are in compliance with ARIMS for information to be maintained? (AR 25-400-2, Para 2-3) <i>Score 0-5</i>		
1-42	<b>ARIMS Labeling.</b> Are all maintenance activity files labeled in accordance with ARIMS? (AR 25-400-2, Para 6-2a, 6-2b, & 1-6a) <i>Score 0-1</i>		
1-43	<b>SOUM, MAM, and GPM.</b> Are Safety of Use Messages (SOUM), Maintenance Advisory Messages (MAM), and Ground Precautionary Messages (GPM) promptly disseminated and complied with? <a href="https://aeprs.ria.army.mil">https://aeprs.ria.army.mil</a> <i>Score 0-1</i>		
1-44	<b>SOUM, MAM, and GPM.</b> Is there a system in place to track compliance and completion of SOUM, MAM, and GPM, to include keeping records? <a href="https://aeprs.ria.army.mil">https://aeprs.ria.army.mil</a> <i>Score 0-5</i>		
1-45	<b>MWO Program.</b> Are Modification Work Orders (MWO) promptly disseminated and tracked? (AR 750-10, Para 5-1c(1)) <i>Score 0-5</i>		
1-46	<b>MWO Compliance.</b> Are records kept to verify MWO compliance and completion? (DA Pam 750-8, Para 3-14 & 3-15) <i>Score 0-1</i>		

No.	Item of Interest	Points	Remarks
1-47	<b>Recommendation/Improvement Program.</b> Does the command aggressively encourage the submission of DA Forms 2028, Quality Deficiency Reports (QDR), Equipment Improvement Reports (EIR), Reports of Discrepancy (ROD), and Tool Improvement Program Suggestions (TIPS)? (AR 750-1, Para 2-17c(12) & c(14)) <i>Score 0-1</i>		
1-48	<b>TMDE Calibration Program.</b> Is the command monitoring the Test Measurement and Diagnostic Equipment (TMDE) calibration programs of subordinate units? (AR 750-43, Para 6-4) <i>Score 0-1</i>		
1-49	<b>Warranty Program.</b> Is there a warranty program established to identify and maintain material under warranty IAW guidance contained in AR 700-139? (AR 750-1, Para 8-3a) <i>Score 0-1</i>		
1-50	<b>DA 2406.</b> Is staff supervision provided to monitor Site Material Condition Status Reports (DA 2406)? (AR 700-138, Para 1-20 & 1-30; AWRDS/Workbench Reporting) <i>Score 0-5</i>		
1-51	<b>Readiness Goal .</b> Is the Site UICs making DA Standard (90%) (AR 700-138, Para 1-20a) <i>Score 0-5</i>		
1-52	<b>Readiness Report.</b> Is the report completed by the 15 <sup>th</sup> of each month? (AR 700-138, 1-30) <i>Score 0-1</i>		

No.	Item of Interest	Points	Remarks
1-53	<b>Submission of Readiness Report.</b> Is the report submitted to ASC in a timely? Note: Completed report must be at LOGSA within 7 days. (AR 700-138, Para. 1-22d) <i>Score 0-5</i>		
1-54	<b>System/Subsystems.</b> Have system and subsystems been ID and reported correctly? (AR 700-138, Para 1-25b) <i>Score 0-5</i>		
1-55	<b>Missile Report.</b> Are Missile Status Reports (DA Form 3266-1) being submitted on missile systems? (AR 700-138, Para 1-25 c2) <i>Score 0-5</i>		
1-56	<b>DA 2406 Report Systems.</b> Is staff supervision provided to validate NMC systems data? (AR 700-138, Para 2-7k) <i>Score 0-5</i>		
1-57	<b>AOAP Program.</b> Is staff supervision provided to monitor the Army Oil Analysis Program (AOAP) program of subordinate units? (TB 43-0211, Para 2-2c) <i>Score 0-1</i>		
1-58	<b>CPC and Painting Programs.</b> Is staff supervision provided to monitor the Corrosion Prevention Control (CPC) and Painting Programs? (AR 750-1, Para 8-9; TB 43-0213, Para 1-17) (NOTE: Detailed field methods of spot painting using CARC are contained in TB 43-0242.) <i>Score 0-1</i>		



No.	Item of Interest	Points	Remarks
1-59	<b>Authorizing release of APS stock for support.</b> What process is in place for requesting Class IX Army War Reserve Stock? Is this process IAW with the appropriate AR and Command Policy letters? (AR 710-1, Chapter 6; PL Authorizing Release of APS Stock; dated Nov. 15, 2005 and PL Release Authority for AWRSI; dated 17 August 2005) <i>Score 0-1</i>		
1-60	<b>Controlled Exchange Program.</b> Is staff supervision provided to monitor controlled exchange? (AR 700-138, Para 2-7h; AR 750-1, Para 4-9) <i>Score 0-1</i>		
	<b>Available Points</b> (Total Available Points {133} Minus N/A)		
	<b>Earned Points</b> (Total Points Earned)		
	<b>Percent Score</b> (Earned Points/Available Points X 100)		

**Appendix C****EXAMPLE EXECUTIVE SUMMARY &  
AMSAS FORM 1-1 (CIP FUNCTIONAL AREA ASSESSMENT)**

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**EXECUTIVE SUMMARY****Purpose:**

To provide the Commanding General for Army Sustainment Command (ASC) an insight into operational readiness of XXX assets located at XXXXX, XXXX.

**Background:**

In May of 2006 the ASC Logistics Support and Evaluation Team (ALSET) conducted an evaluation on XXXX utilizing Army regulatory requirements to review staff oversight, equipment readiness, maintenance and supply operations.

**Conclusion:**

The results of our evaluation provided the following:

- SOPs and staff oversight need a little more work to bring it in line with Army regulatory requirements. Site needs to develop an OIP. Develop an annex to SOP on Workbench process.
- Equipment is not 10/20, 78 pieces of equipment being reported as FMC according to condition code is NMC. Equipment that cannot support theater requirements should be replaced and or turned in for disposition.
- Site needs to manage their funds for maintenance operations.
- Publications are outdated. Site needs an IDL.
- TDA shortages are not being requisitioned. Unit not conducting CSDP checks.
- Secondary loads need to be addressed. Need to be identified and built by UIC configured items.
- Maintenance and QA operation still need work. Use QA plan from AFSBn-NEA.
- BII/COEI on hand does not match data in AWRDS. Data updated in AWRDS, no changes made to actual packing list or change of items packed IAW update in AWRDS.
- Workbench is not being utilized as a management tool but as a data collection method. Spreadsheet management is the rule with no clear cut guidance on what should be managed. ASC needs to standardize information input, reports and ensure AWRDS/Workbench meets all Army maintenance and supply regulatory requirements. This should be a priority for ASC.

- Implement Humidity controlled surveillance plan using recorder charts IAW TM 38-470, Para 8-3.

The Chain of Command has been informed of the results. Suspense of September XX, 2006 for SGD was established to address ALSET findings and sent to COL XXXX and LTC XXXX. Corrective action taken will be provided to COL XXXX by the above suspense date.

**POC:**

Mr. ASC Alset, AMSAS-XX, x1234, mr.alset@conus.army.mil

## Appendix C (cont)

<b>ASC COMMAND INSPECTION PROGRAM</b> <b>FUNCTIONAL AREA ASSESSMENT</b> (ASCR 1-1)	
1. <b>SUBJECT AREA:</b> MAINTENANCE AND SUPPLY OPERATIONS	2. <b>DATE EVALUATED:</b> 4 Jul 07
3. <b>EVALUATOR:</b> SGT Bill Daughtry  <b>OFFICE SYMBOL:</b> AMSAS-XX  <b>DSN PHONE:</b> 793-XXXX  <b>CML PHONE:</b> 309-782-XXXX	4. <b>UNIT NAME:</b> AFSB-XYZ  <b>UNIT POC:</b> Mr. Hank Hill  <b>DSN PHONE:</b> 123-4567  <b>CML PHONE:</b> 888-999-0000
5. <b>SUMMARY:</b>  Staff Oversight: Practice S4 Management: Trained Property Book: Practice	
6. <b>FINDINGS:</b>  Staff Oversight: (1-8) – SOPs at XXX do not clearly define the roles and responsibilities of key personnel. Specifically, the division of responsibilities of MAJ XXX and MR. XXXX is not clear. This issue was identified during a previous inspection.  S4 Management. No significant Issues Found.  Property Book. (2-8) – Property book transfer of authority didn't take place at the site IAW Army Regulations.	
7. <b>OBSERVATIONS:</b>  Property Book. Unit chooses the right course of action by conducting an 100% inventory and signing a property statement identifying by UIC the property they signed for. During the evaluation they acknowledge they understand the importance of a transfer and will insure it happens.	
8. <b>ROOT CAUSE:</b>  Property Book. Personnel were not following property Transfer procedures.	
9. <b>RECOMMENDATION:</b>  Staff Oversight. Clearly define the chain of command and responsibilities of the key personnel within an overarching SOP.  Property Book. There should be procedures in place for the outgoing property book officer to clear the command group after the PBO to PBO transfers have taken place. The transition period for the PBO transfer of property should be one of the commands top Priorities when personnel are rotating. The incoming PBO is liable for any property issues once he assumes responsibilities; this is why the transfer is so important.	

AMSAS Form 1-1, Apr 07

Note: AMSAS Form 1-1 has a continuation page if more room is needed. Form is available on the ASC Forms Web site at <http://www.aschq.army.mil/im/rcdsmgt/forms.htm>.